

CHAPTER 3

Program Materials

3-100 Program Material Policies and Procedures

1. There are three appendices to this Regulation that establish policies and procedures for handling and controlling program materials and communications circuits under the control of the Armed Forces Radio and Television Service Broadcast Center in Los Angeles. Appendices F, G and H are edited, printed, updated and issued by AFRTS-BC. These appendices are ordered directly from the Commander, AFRTS-BC, and may be maintained separate from this Regulation for use in individual work centers. Recommendations for improving or updating program material policies and procedures may be submitted through Military Department channels to the Director, AFIS, at any time.

2. Appendix F, entitled "AFRTS Program Materials," contains all the information needed by AFRTS outlet personnel for handling AFRTS radio and television program materials. Appendix F explains the different types of program materials and the procedures for handling each type. All AFRTS outlets, except for Mini-TV outlets, should have at least two copies of the current Appendix F on hand.

3. Appendix G, entitled "AFRTS Mini-TV Handbook," contains all the information needed by AFRTS Mini-TV outlet controllers for handling Mini-TV program materials. Appendix G explains the handling and circuiting of Mini-TV materials only. All Mini-TV outlets and Circuit Managers should have at least two copies of the current Appendix G on hand.

4. Appendix H, entitled "AFRTS Telecommunications Circuit Management," contains information necessary for the Telecommunication Certification Office (TCO) and AFRTS station chief engineers to properly manage AFRTS-leased and/or controlled communications circuits. All AFRTS outlets, except Mini-TV outlets, should have at least two copies of the current Appendix H on hand.

3-101 Authorization and Ownership

1. AFRTS Program Materials (Program Services) shall be authorized for use only by AFRTS outlets that have been approved by the Director, AFIS. Requests for AFRTS programming services shall be made through appropriate Military Broadcasting Service command channels to the Director, AFIS, keeping the Unified and/or Specified Command informed.

2. All AFRTS program materials are under the custodianship of the Department of Defense at all times and are restricted for the use of AFRTS outlets only. All program materials distributed by AFRTS-BC are official U.S. Government property; All personnel involved in AFRTS shall take every precaution possible to guard against damage, loss, theft, unauthorized use, or piracy of these materials. The use or reproduction of any AFRTS program material, in

whole or in part, for any purpose other than official AFRTS outlet programming is prohibited without specific authorization by the Director, AFIS, with the following exceptions:

a. Outlets may delete material in entertainment programming to remove host-country sensitivities in accordance with established procedures. To facilitate this process, outlets are authorized to reproduce (dub) the original program. Such reproductions shall be erased immediately after airing. AFIS, AFRTS-BC, the parent Broadcasting Service, and the Unified and/or Specified Command shall be notified whenever deletions for host-country sensitivities are made.

b. Outlets may use short excerpts electronically edited (dubbed) out of radio and television shows or feature films for the sole purpose of informing viewers of upcoming programs. The use of these "promotional" excerpts shall meet specific criteria delineated by AFRTS-BC in Appendix F.

c. Outlets may tape programs for delayed broadcast or for the use of other outlets only with prior authorization obtained from AFRTS-BC. The same security measures apply to duplicate copies as to the original program. All duplicate copies shall be erased as soon as operational requirements are met. (Erasing of duplicates shall be attested to and certified by the Network and/or Station Commander and/or Manager). Duplicate copies shall not be retained without prior authorization from AFRTS-BC.

3-102 Restrictions

1. AFRTS Program Materials shall not be used:

a. On foreign or domestic commercial, private, or Government-owned broadcasting stations or cable systems without specific authorization from the Director, AFIS.

b. In a program originating from a military installation and broadcast or cablecast by a commercial station.

c. In any manner that constitutes competition with, or is detrimental to, commercial artists, copyright owners, or other private interests determined to be competitive.

d. For direct projection exhibitions.

e. Aboard Navy, Military Sealift Command, or Coast Guard ships, while the ships are in port and within range of U.S. commercial stations broadcasting or telecasting U.S. programs, except for official military information and training purposes.

2. Program materials (news, sports, etc.) locally produced by AFRTS outlets shall not be made available to commercial, private, or Government-owned radio or television stations or networks, or their representatives, without prior approval obtained through normal military public affairs channels.

3-103 Use of Program Materials

1. AFRTS program materials shall be broadcast as received from the AFRTS Broadcast Center. Editing, for any purpose, is prohibited without prior approval of the Broadcast Center, except as prescribed in paragraphs 3-101 2a. and b., above.

2. Outlets may excerpt individual musical recordings from AFRTS radio programs for continuing local use.

3. Outlets shall not conduct fund-raising radiothons or telethons in support of the overseas Combined Federal Campaign (CFC).

4. Outlets may conduct fund-raising programs in support of command relief, welfare, and organizational activities within the limits of DoD Directive 5035.1 (reference (b)).

5. AFRTS spot announcements received in shipped programming shall not be "covered," deleted or edited. Outlets shall air all AFRTS spot announcements included in SATNET programming. Such spots shall not be "covered"; however, occasional deletions are permitted only in tape delayed sporting events for program timing and/or scheduling purposes. Spots shall not be edited, or footage extracted, for any use. Requests for exceptions to this policy must be forwarded through the Broadcasting Service to AFIS, Attn: Radio-Television Production Office (RTPO).

3-104 Remote Location Broadcasts

1. Outlets may use program materials furnished by AFRTS-BC for broadcasts originating from remote locations providing the following criteria are met:

a. Adequate justification exists to prevent broadcast of the program from the studios of the outlet.

b. The primary purpose of the remote broadcast is not to provide entertainment to the audience at ~~the~~ remote location.

c. The majority of the audience at the remote location is not comprised of foreign nationals. Remote broadcasts at command-sponsored community relations events are exceptions to this restriction.

d. The length of the remote broadcast conforms to similarly formatted programs broadcast from the studios of the outlet.

e. Upon termination of the remote, AFRTS program materials shall not continue to be used at the remote location.

3-105 Disposition of program Materials

1. Program materials, including spot announcements, on hand at AFRTS outlets, shall be screened at least semi-annually to ensure that obsolete recordings, spot announcements, and films are removed from station libraries.